

**SECRET***adm/10.9***DD/S&T 1779-67**

7 JUN 1967

**MEMORANDUM FOR: Director of Research and Development****SUBJECT : Request for an Increase in Ceiling  
for Clerical Support**

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1. A review of the attached request for an additional [ ] clerical positions to support existing elements and activities of ORD indicates that the request - however justifiable - fails to meet the policy established by the Agency for the approval of manpower increases - namely, the approval and initiation of new or sharply expanded programs. Furthermore, the Agency has no capability to allocate positions in numbers beyond those approved by the Bureau of the Budget. Therefore, requirements such as these must be forecasted through the budget/planning vehicles and considered early in the program and organizational development process.

2. The forwarding of this request to the Executive Director-Comptroller at this time would merely generate undesirable criticism of ORD planning and serve no useful purpose since it would be denied in any event. Except for any reprogramming of slots which the DD/S&T might wish to authorize out of the already established 1968 DD/S&T ceiling, I cannot foresee any way to acquire the necessary clerical slots except through internal ORD action. You should include the increased requirements in your FY 1969 budget submittal this summer even though I note that these requirements were not reflected within the increased manpower requirements referred to in the ORD five-year plan recently submitted.

[ ]  
Executive Officer  
Directorate of  
Science and Technology

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O/DD/S&T [ ] mad(6-7-67)  
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